

**SECRET**  
**Security Information**

16 December 1952

**MEMORANDUM FOR:** All Assistant Directors and Staff Chiefs

**ATTENTION** : Mr. Houston

**FROM** : Executive Secretary, CIA Career Service Board

**SUBJECT** : Letter of Recognition of Long Service.

1. The Agency Longevity Awards System provides for recognition of continuous service with CIA for ten year periods subsequent to 18 September 1947. It is desired, however, to give immediate recognition to staff employees and staff agents who have already completed (as of 1 December 1952) ten years of aggregate service in the field of U. S. intelligence. It is requested, therefore, that you, by certification to the CIA Career Service Board, provide a list of your personnel who have so served.

2. There is attached a list of those persons in your Office who have served ten years or more with CIA and certain of its predecessors as of 1 July 1952. These persons should be included in your over-all list.

3. Attached also is a suggested form which may be of assistance in compiling such a list. For those persons (e.g. persons overseas, etc.) for whom the use of such a mechanic is impossible or undesirable, you may make the determination by any means available. It is suggested that you may desire that your Office Career Service Board evaluate the information provided prior to your certification of the list. When a form such as that suggested can be used it will constitute a valuable addition to the Agency personnel records and should be forwarded to the appropriate Personnel Division for inclusion in Official Personnel Folders.

4. The list requested requires only your certification and should be forwarded to the Executive Secretary, CIA Career Service Board, 200 North Building, no later than 31 December 1952.

FOR THE CIA CAREER SERVICE BOARD

25X1A9A

Attachments:

List of Ten Year Employees

Suggested Form

Memorandum For: Chairman, CIA Career Service Board

From: Security Officer/CIA

**SECRET**